

City of Chattanooga, TN
Personnel Class Specification

Class code 0081

FLSA: Exempt

CLASSIFICATION TITLE: ACCOUNTS PAYABLE SUPERVISOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to supervise the area responsible for accounts payable for the City of Chattanooga. Duties and responsibilities include, but are not limited to: overseeing employees engaged in processing payments for all City accounts; entering disbursement documents into computerized accounting database; maintaining payment and disbursement documents and files; coordinating with other departments and vendors; and performing other duties as required.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Plans and delegates work assignments and activities for assigned personnel; reviews work for accuracy and consistency; trains personnel and provides technical assistance when required.

Oversees the payment of purchase orders, warrant vouchers and other payments required by the City; anticipates and resolves disbursing problems; coordinates with other departments to verify figures; examines the appropriateness of each payment and verifies that City records match those of recipients; ensures that all payment documents contain the required signatures for payment; monitors record of signatures; maintains complete files for departmental use.

Prepares the necessary forms and reports for accounts payable check processing; reviews reports for accuracy; detects errors and makes changes as necessary; prints checks and ensures signatures are obtained prior to distribution; prepares stop-payment of checks reports for bank when required; voids unused checks.

Maintains the contents of the departmental safe; follows proper security measures to retain the security of safe contents at all times; reports any problems to appropriate officials.

Directs data entry of all accounts payable information; ensures data is input accurately and completely; resolves data input problems as they arise.

Ensures the proper collection of refunds due the City from services not-rendered, or over-payments; researches improper payments as necessary to guarantee City funds are maintained properly.

Prepares credit applications on behalf of the City; provides all the necessary information for processing by vendors; answers questions and inquiries as received; maintains credit records and reports for departmental use and review.

Maintains and oversees files for fixed assets, vendors, payments, journal vouchers, collection documents, and other related forms and files; keeps accurate records; retrieves documents from files upon request; secures conversion of hard copies to microfilm and microfiche formats when necessary; purges files as needed.

Assigns vendor identification numbers; maintains control over assigned numbers to prevent duplication; notifies appropriate staff or vendor when errors occur and/or changes are necessary.

Approves personal leave for assigned personnel; maintains accurate attendance records; submits to payroll and human resources for processing.

Attend staff meetings as required; provides input and takes notes as appropriate.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Associate's degree with course work emphasis in accounting, finance, business administration, or related; supplemented by three (3) to five (5) years previous experience and/or training that includes accounts payable, accounting technical work, preferably in the public sector is required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.